

The Myositis Association 2023 Mentored Research Fellowship Guidelines

(For Initial funding in 2024)

Information and Instructions

Mentored Research Fellowships are designed to help promising junior investigators (MDs and PhDs) for a maximum period of two years, at the salary level approved by the participating institution. The maximum amount that can be received annually is \$50,000 and funding for the second year is contingent on demonstrated progress in the first. Candidates should have completed residency or fellowship training or have received a PhD within the three years prior to commencing the Fellowship and be performing research under the supervision of an established mentor. Recipients must devote at least 50% of their time to research but may include some study and clinical experience in allied fields. There should be limited supplementation of salary from outside sources.

A competitive candidate will be an early stage clinical or basic investigator who has demonstrated commitment to the field of myositis or related fields. The research environment, quality of research project, career development plan, and mentor are all considered in the funding decision. Applicants must also convey a clear path to research independence.

Examples of acceptable models are listed below. These are not exclusive and other approaches can be considered.

1. Clinical/research fellow (post-residency training) with the award allowing an opportunity to perform myositis research prior to an independent faculty position,
2. Post-doctoral fellow with a clear commitment to myositis research and path to an independent position,
3. Junior faculty within three years of their independent position to allow protected time to perform myositis research under the guidance of a mentor.

Application for a fellowship should be made through an accredited medical school, university, or research institute, which must agree to supply the clinical and/or laboratory facilities. If awarded, the grant funds will be administered through the grants and contracts office of the awardee's institution.

Beginning with this grant cycle, our procedures have changed. We will only accept and process applications through [Proposal Central](#), an electronic grant application submission system. More information about this can be found at the end of this document.

Please refer to the [Research Grant Program Guidelines](#) for complete information about the TMA research program.

Questions concerning the application should be directed to Rhonda Buckley-Bishop, TMA Interim Executive Director, who can be reached at research@myositis.org.

The application procedure proceeds in two steps:

STEP 1: A Letter of Intent (LOI) is required and must contain the following:

1. One-page cover letter providing the title of the project and describing how this application meets the criteria for the level of funding requested. Identify the mentor and describe how the project provides a path to research independence
2. One-page description of the specific aims of the project
3. Biosketch in NIH format
4. Identification of any persons who might have a conflict of interest in reviewing the application (e.g. former and present collaborators, mentors, and/or competitors)

Letters of Intent must be submitted through [Proposal Central](#) and be completed by midnight Eastern Time on May 15, 2023.

Applicants submitting LOIs will be informed through Proposal Central by **May 22, 2023** whether they will be invited to submit a complete application.

STEP 2: If you are invited to submit an application, the **application** must be completed by **June 30, 2023**. It must include the following sections:

1. Administrative Information
2. Mentor Information
3. Research Plan Summary
4. Biographical Sketches (applicant and mentor in NIH format)
5. Research Plan (includes Letter from Mentor and Applicant Personal Statement/Career Development Plan – see Notes 1 and 2 below for details.)
6. Conflicts of Interest

Note (1) The mentor's letter of support should not exceed two single spaced pages. Specifically, the mentor should briefly describe the research project and why the applicant is qualified and appropriate to conduct it. A description of the mentor's previous trainees and ability to mentor is important. In addition, a description of how this fellowship will lead to career independence is essential.

Note (2) The personal statement with career development plan should not exceed two single spaced pages. How this fellowship will lead to career independence and what skills will be learned during the fellowship should be detailed.

Please be concise and complete. The review committee is familiar with standard methodologies, but novel or critically important experimental details must be provided.

For proposals involving participation of human subjects, the applicant must provide the Institutional Review Board approved consent form. If the IRB has not yet approved the study, a letter from the IRB acknowledging receipt of the consent request must be included, and TMA must receive confirmation of the approval from the IRB prior to funding. Proposals involving participation of animal subjects must follow the process described above for human subjects, with references to “Institutional Review Board” replaced by “the institution’s animal care and use committee.” For proposals involving the use of drugs not approved by the FDA, evidence of an IND is also required prior to funding.

Submit completed application through [Proposal Central](#) by midnight Eastern Time on June 30, 2023.

Instructions for Proposal Central

Applications must be submitted online at [Proposal Central](#), an electronic grant submission system. Please refer to the following resources for guidance.

- [How to Register as a ProposalCentral User](#)
- [How to Create an Application Using Proposal Central](#)
- If you are a first-time user in ProposalCentral, [click this link](#), go to “Need an account?” and complete the registration process.
- If you are already registered in ProposalCentral, [access the site](#) and login with your User ID or email address. If you have forgotten your password, click on “Forgot your password?”
- [Click this link](#) to go directly to TMA’s Fellowship Application page
- [Proposal Central FAQs](#)
- [Proposal Central Customer Service](#)
- [Proposal Central Helpline](#)

Proposal Central support can be accessed as follows:

During normal business hours:

8:30am - 5:00pm Eastern Time (Monday through Friday)

by phone (toll-free): 800 875 2562 (Toll-free U.S. and Canada)

by or +1 703 964 5840 (Direct Dial International)

by email: pcsupport@altum.com